



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

AUGUST 7, 2014

8:30PM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Brian Fahnestock, Clare Geisen, Dave Fuhrmann, Dave Keebler, Iris Ingram, Lori Bennett, Mike Shanahan, Patrick Jefferson

1. Review Minutes of 06/12/14
The minutes were approved.
2. Email One-year Retention – Implementation Plan
The plan was discussed with focus on early notification of users, guidelines on what types of emails to save, and instructions on how and where to save emails that are past one year. Dave and Michael will work on creating a generic message to be sent out around the week of the 25th of August. Dave will research TracDat and SharePoint as options to use for saving needed information.
3. Argos Reporting Tool
Dave reported that after viewing demos and sample reports for Argos, IRAC, FA staff, and the DegreeWorks committee all agreed that it would be a very useful tool. There is budget available in New Information Technology. The next step will be to present to DOC for funding verification. The lead person will probably be Allan due to his experience with Argos.
4. Project Updates:
 - GradesFirst Implementation
There have been some challenges with the transition. The scheduling portion is not as smooth as it was with SARS and the students are waiting a little longer. There have been multiple meetings with the vendor to work through resolutions and progress is being made. There are extra steps needed due to the Student Success act and, with SARS's inability to track the necessary information, GradesFirst will be of benefit in the long run. Dave will email the latest statistics to the group.
 - Rollout of New Websites
This is the third week of training sessions to teach staff how to use Drupal. The feedback has been positive with reports that it is easier to use than OmniUpdate. Dave reported that VCCCD is the first district in the state to have mobile app and mobile friendly websites. Clare will give an update on the use of social media district-wide at the next meeting.

- Telecommunications
 - Microsoft Lync
This project is close to completion.
 - New Voice Services – TW Telecom
The new service will be implemented within three to four weeks. This will allow phone calls within the US at a fixed rate. Currently some staff are not able to dial long distance.
 - Costs for Telecommunications Services
Dave reviewed the information from the Telecommunications Costs chart. The new service replaces most of AT&T and Verizon services which will result in less work for AP due to a large reduction in phone bills.
- Adobe Site License
The contract was approved on August 1. Dave K. requested that Dave F. send information on what is available to the managers. Training is available from Lynda.com and Victory will also provide basic training. The ultimate goal is to have Adobe Pro available to all employees; other modules may not be practical for all users.

5. Recent System Downtime

Dave shared information regarding the recent system downtime. There was no loss of data. Some small issues remain that need to be addressed and the system will be brought down for one more change this coming weekend in the early morning hours. Extra measures are being taken to help prevent another occurrence in the future.

6. Other Business

- Brian mentioned the need to upgrade and modernize the travel reimbursement software. The policy is being reviewed for possible changes toward using a per diem system instead of itemized.
- Dave K. would like to promote moving toward using the cloud. Dave F. has been investigating different cloud solutions. So far, the Microsoft solution makes the most sense for VCCCD.
- Dave K. would like to explore the possibility of a student escrow account for printing and other services. The suggestion was along the lines of a debit card that is issued at registration and used as a credit toward fees. The amount of \$25.00 was mentioned.
- Dave K. expressed interest in using SharePoint 2013, specifically for accreditation. It was discussed that extra help for training and migration will be needed to implement.
- The Wi-Fi topology at VC was discussed in reference to areas on campus where wireless access is limited. Dave F. briefly explained the status of Wi-Fi upgrades at the three colleges. Dave will set up a meeting with Grant for VC. Each college is handling their Wi-Fi independently due to budget constraints.
- Problems with the shared drives at VC and at MC were discussed and reported as slow and close to reaching total capacity. Dave F. referred Darlene (MC) to Dean and Dan, and Dave K. (VC) to Grant.

7. Next Meeting

The next meeting is scheduled for October 2.